Southern Ontario Library Service

SIGNAL online

Archives

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1. SOLS DELIVERY SERVICE FOR NOVEMBER

SOLS' delivery service will be operating on Friday, November 9, and Monday, November 12, 2007. However, the SOLS drivers do need to know if your library will be closed on either of these two days to observe Remembrance Day. A form was left at every courier stop asking whether the library will be open or closed during this time. The form was to be returned through the delivery bins. If the library is closed on either day, and it is a regular delivery day, the drivers will make the regular delivery stop if the drivers have a key and/or security access for your library. If the library is closed on either of these days, and it is to be a regular delivery day, then the delivery will be cancelled for that day if the driver does not have a key and/or security access. If you have any questions, please contact Mary Jo Lynett, Delivery Services Supervisor at 416-961-1669 or 1-800-387-5765, ext. 5127 or by e-mail to mlynett@sols.org

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2. INFO DATABASE –

Submissions to begin in late November

The next INFO union catalogue is to be released by the end of March 2008. To that end, libraries will receive an e-mail announcement the third week in November with the schedule and instructions for sending their output for inclusion in the next INFO union catalogue. The submission deadline will be the end of January 2008.

Libraries that are using a Z39.50 connection to the VDX database will not need to submit their bibliographic records for

the INFO union catalogue. This submission only applies to those libraries whose records are not available through Z39.50.

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3. RESOURCE DEVELOPMENT –
Donations of Securities and Mutual Funds

CanadaHelps recently announced a great new feature that will allow libraries and other charities to accept donated gifts of securities (stocks, bonds, and mutual funds) online.

The federal budget of May 2, 2006 announced the elimination of capital gains on donations of publicly traded securities, making it the most tax efficient means of making a charitable donation. Now donors have the ease of doing it all online to the charities of their choice. Donors are able to give with ease and efficiency, and libraries don't need to invest in expensive technology. Many libraries do not have a brokerage account - CanadaHelps' newest feature allows them to receive and benefit from gifts of securities with a simple secure Webform. For more information about this new feature on the CanadaHelps donation portal, visit their website.

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4. FALL 2007 TRAINING – *Highlights for November 2007*

Our fall workshops are well underway with several training opportunities scheduled for November, including *Essential Reference Skills and Using e-Reference Tools*, *From Corporate Sponsorships to Community Partnerships*, *Lire, un plaisir à partager* and the second offering of *Making Literature Come Alive for Children* with Rob Reid.

- *Essential Reference Skills and Using e-Reference Tools* is being offered in Peterborough (Tuesday, November 6th from 12 noon to 4pm), Pembroke (Thursday, November 8th from 12 noon to 4pm), London (Thursday, November 15th from 12 noon to 4pm), Kingston (Thursday, November 29th from 12 noon to 4pm), and at Innisfil (Wednesday, November 21st from 12 noon to 4pm). This last one is a new date since the workshop at Innisfil on the 22nd of November is full.
- Rob Lavery's workshop *From Corporate Sponsorships to Community Partnerships* is being offered in Innisfil (Friday, November 9th from 10am to 4pm) and London (Friday, November 16th from 10am to 4pm).
- *Lire, un plaisir à partager* is being offered at the Hawkesbury Public Library over two days – Monday, November 26th and Tuesday, November 27th from 10 am to 4 pm.
- The first of two sessions by Rob Reid was held in Waterloo and those attending were thrilled with Rob's energetic, entertaining, and creative approach to *Making Literature Come Alive for Children*. There are still a few spaces available for the second session on Friday, November 2nd at the Whitby Public Library. Don't miss the chance to see Rob Reid, all decked out with tights on his head, singing "Do Your Ears Hang Low".

For complete information on SOLS workshops, visit the SOLS website.

Just a reminder about payment for workshops: please wait to be invoiced by SOLS. We do this twice a year, in June for the spring workshops, and December for the fall workshops. Libraries may choose to pay by cheque, Visa, Mastercard or American Express. By invoicing the libraries, administrative work is reduced significantly for both SOLS and its client libraries.

A note for those of you who did not attend the Pay Equity workshops. While there were no sing alongs at the *Pay Equity* workshops, those attending found the session to be full of important information. Some were surprised to learn that all public sector employers are covered by the *Pay Equity Act* and that there is no statute of limitations for non-compliance with the Act. Under the legislation, "Every employer shall establish and maintain compensation practices that provide for pay equity in every establishment of the employer." Full-time and part-time employees are covered by the Act and employers should keep all documentation pertaining to Pay Equity. SOLS will be working with the Pay Equity Commission to provide some information and linkages to assist libraries in this work.

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5. FALL TRUSTEE COUNCIL MEETINGS

Trustee Councils meet twice a year and all public library boards may send a representative. While all appointed trustee council representatives will receive a print mailing of the agenda, the dates of the upcoming meetings, in chronological order, are as follows.

The information about upcoming meetings are distributed to the appointed Trustee Council representative, or where a representative has not been appointed, to the Library CEO. Once registration materials become available, please remember to register (at), so that we can plan for the appropriate number for each meeting. The next meetings will be held as follows. For those in Trustee Council #6, please note the new location.

Saturday, November 3, 2007 – TC#1 – Brant County, Burford branch, 10am to 1pm
Saturday, November 3, 2007 – TC#4 – Barrie, 10am to 1pm
Saturday, November 3, 2007 – TC#5 – Whitchurch-Stouffville – **new location** – 9:30am – 12:30pm
Saturday, November 3, 2007 – TC#6 – Kingston-Frontenac, Isabel Turner branch, 10am to 1pm
Saturday, November 3, 2007 – TC #7 – Whitewater Region, Cobden branch – **new location** - 10am to 1pm. Cobden branch for tour, nearby St. Paul's Anglican Church for the meeting.
Saturday, November 3, 2007 – TC #8 - Perth & District Union, 11am to 2pm
Monday, November 5, 2007 – TC #3 – Hanover, 6pm to 9pm
Saturday, November 10, 2007 – Escarpment (TC#2) – Niagara Falls, MacBain Community Centre branch, 10am to 1pm

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6. EXCEL PROGRAM –

Registration opens November 1, 2007

Registration for the Winter 2008 semester for EXCEL will begin on Thursday, November 1, 2007. The registration deadline, with no exceptions, will be 5 pm on Friday, January 4, 2007. The semester will actually begin during the week of January 28, 2008.

The following courses will be offered in **English** for the Winter 2008 semester:

1. Introduction to Public Libraries
7. Collection Development for Children
8. Collection Development for Young Adults
9. Collection Development for Adults & Special Groups
11. Communication Skills
12. Collection Organization
16. Professional Development
17. Electronic Information Sources - **revised**
20. Programming (new course)

Note: *E5-Library Marketing* will not be offered in Winter 2008 but a new revised edition will be offered in the Summer semester 2008.

The following courses will be offered in **French** for the Winter 2008 semester:

1. Introduction aux bibliothèques publiques
4. Services de référence et d'information
13. Le prêt - **révisé**
16. Formation professionnelle
17. Ressources d'information électroniques - **révisé**

The online registration form is posted in the EXCEL section of the SOLS website.

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7. FRENCH TIPS – A COLLECTION AWARENESS E-MAIL COMMUNICATION

The French Language Services Coordinator for SOLS has been collecting information, in English, about French resources for some time now. These pieces of information are now available as electronic communication called *French Tips*.

The *French Tips* are collection awareness e-mails sent from time to time to library staff who are responsible for the selection of French material. This could include French material aimed either at a core French population or immersion clientele, and could be for adults or children. The e-mails are in English. The purpose of French Tips is to let library staff know what is happening in the French publishing world. Over time, the communication will include lists of the winners of prestigious awards, lists of nominees for le Prix des lecteurs de Radio-Canada, suggestions of good French web sites, and suggestions on selected topics such as French encyclopedias, audiobooks or Halloween titles and web sites. If there is a time-sensitive piece of information, such as a book fair taking place in Toronto in which French publishers will participate, the French audiobook of the latest Harry Potter, a new French bookstore in your area, then a priority flagged *French Tips* would be sent out to the group.

To join, please send an e-mail to Louise Godbout-Legault at , asking that your name be added to the group receiving the French Tips communication by e-mail. There is no limit to the number of people that can join from a single library. Currently, there are 26 names on the list from 20 libraries. The *French Tips* will be sent out in early November.

8. ELECTRONIC RESOURCES IN THE LIBRARY – *Promotion ideas*

All libraries in Ontario have access to electronic resources from Gale and EBSCO through the Knowledge Ontario project. There is a vast array of choices from both vendors, ranging from legal materials to general information to self-help, and aimed at both adults and kids. Libraries have chosen a number of ways to provide access to these databases, with some putting the records right into the bibliographic catalogue and others providing links through the library website. Promoting the use of these resources has become very important, as we try to make sure everyone knows about these resources.

Knowledge Ontario has created some marketing materials around the electronic databases. From the Knowledge Ontario website, there is also an order form for free print materials which can be used in the library. At the Gale website, you will find marketing information for Gale, including background reading on how to market your library resources and then a series of downloadable messages designed specifically for public and school libraries.

While not specifically from Gale or EBSCO, we have found a creative on-line marketing piece from Proquest that libraries can use on their website to promote the use of electronic resources. The advertisement, called "Promoting the Library's Databases", does not refer to any specific products. Proquest offers other generic marketing tools on the advocacy page of their website.

9. SOLS BOARD SUMMARY – October 2007

Assurance of Funding – Ministry Business Plan Submission

SOLS has submitted a draft of its 2008/09 business plan to the Ministry of Culture. Business planning is an annual process that involves discussion with Ministry staff on SOLS' plans, briefing of the Minister and, ultimately, ministerial approval. As always, the plan is based on flatlined grants, with new initiatives identified separately.

This year's plan identifies two new initiatives:

- Advanced EXCEL is a series of new courses which will build on the existing EXCEL courses but go into greater depth in targeted areas. The courses will be delivered in the same manner as existing EXCEL courses – through distance education using tutors from libraries. Following completion of a minimum number of advanced courses, students will receive an Advanced EXCEL certificate. The focus will remain on training staff and CEOs of rural, small and medium sized public libraries. We plan to begin offering the courses in fall 2008.
- Advancing Public Library Leadership Institute. This program will have two main streams: Leading the Library, which focuses on internal aspects of managing and leading, and Leading in the Political and Community Environment, which focuses on the environmental context. While APLL borrows ideas from degree programs in Public Administration, it will not require a professional degree in order to register and it will have a high degree of public library-specific content. We are exploring partnerships with other organizations, such as the Centre for Cultural Management at the University of Waterloo, for course development, delivery and possibly awarding a certificate. We have budgeted this year to cover the costs of developing the first four of twelve courses and have begun to recruit writers. We will be applying for an LSDF grant (for approximately $50,000) to assist in developing the remaining courses. We hope to launch the program in fall 2008.

Assurance of Funding – Fundraising

In April, SOLS' Board launched its 2007 campaign to solicit individual donations for SOLS' Innovation Fund. For the fourth year, the Board has decided to use the funds to subsidize small and First Nation library participation in the COOL shared ebook collection. To date, just over $9,300 have been raised of a target of $15,000. The next step is a mail campaign to previous and prospective donors.

SOLS is a registered charity and issues tax receipts for all donations. Donations may be made through Canada Helps by clicking "Support SOLS" on our website.

Assurance of Funding – MPP Contacts

SOLS' first contact with MPPs following the election will be a letter congratulating them on their success and enclosing the Annual Report. The Board also began to develop a plan for visiting newly elected MPPs to introduce them to SOLS. The visits are planned for the spring.

Linkage Development - Booth at the AMO Conference

SOLS participated in the Ministry of Culture booth at the Association of Municipalities of Ontario annual conference in

August. The purpose of our participation was to raise the profile of SOLS with municipal decision-makers and MPPs. Over 100 people visited the booth and received copies of our *Annual Report*, *SOLS' Brief Listing of Services*, a SOLS' pen and bookmark. The Board plans to participate again next year and directed staff to investigate options for sharing a booth.

Linkage Development – Reception during OLA Conference

SOLS plans to host a reception at the OLA conference again this year. Over 130 people attended last year's reception, including the Deputy Minister of Culture and the CEO of the Ontario Trillium Foundation. This year's reception is scheduled for Thursday January 31, 2008 in the Caledon Room of the Intercontinental Hotel (attached to the conference centre) from noon to 1:00 p.m. SOLS looks forward to welcoming trustees and staff from our client libraries.

SOLS Board Recruitment

Elections to SOLS' Board will be held at the Trustee Council meetings next spring. Fifteen members are elected through the eight councils and, while several incumbents plan to stand for re-election, there will be at least seven vacancies to fill. Details about the role and responsibilities of SOLS Board members will be provided at the fall Trustee Council meetings. Interested candidates are encouraged to attend the SOLS reception at the 2008 OLA Superconference to meet other SOLS Board members and become better acquainted with SOLS. They are also welcome to attend a Board meeting as an observer.

Next Board Meeting - The next meeting of SOLS' Board is scheduled for Friday, February 8 and Saturday, February 9, 2008 at SOLS' office in Toronto.

Operations Plan Update - An update on SOLS' services is available at www.sols.org. From the main page, follow the links to "About SOLS" and then "Plans and Annual Reports".

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10. SOLS CEO LISTSERV

SOLS maintains a list of all the e-mail addresses for SOLS CEOs. It is this list that is used to distribute Signal. Several times through the month, you may also receive other messages from SOLS. This month, these messages were distributed through the SOLSCEO list:

- On October 15th, Barbara Franchetto sent out an e-mail regarding *Encyclopaedia Universalis*. Further information on the trial access was included in the e-mail. If you would like further information on this offer, please contact Brenda Lewis at blewis@sols.org . The staff of *Encyclopaedia Universalis* will only send one bill to a consortium, so SOLS will be the one billing libraries that choose to participate in this consortium. The subscription period is for 3 years (December 31, 2010) and includes remote access.

If you did not receive this message, and would like further information, please contact the SOLS HelpDesk at 1-800-387-5765, extension 4, or by e-mail to helpdesk@sols.org

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